

# STATE OF LOUISIANA

## BELLSOUTH VIDEO CONFERENCING SERVICE REQUEST FORM

### Schedule Request for "AD HOC" Sessions

Fax one (1) copy to the BellSouth Video Conferencing Service Scheduling Center at 1-800-362-9137.

To call the BellSouth Video Operations Center, dial 1-800-777-8805.

Requested by: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Return Fax #: \_\_\_\_\_  
 Today's Date: \_\_\_\_\_  
 Session Name: \_\_\_\_\_  
 Institution/Agency: \_\_\_\_\_

Request: New ☐ Change ☐ Cancel ☐

FIRST CHOICE DATE: Start Date: \_\_\_\_\_ Stop Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ CENTRAL TIME Stop Time \_\_\_\_\_ CENTRAL TIME

#### To be filled out by BellSouth

Confirmed by: \_\_\_\_\_

Session ID: \_\_\_\_\_

Return Fax Date: \_\_\_\_\_

#### Scheduled:

☐ 1<sup>st</sup> Choice at Time

☐ Alt. Choice at Time

To be filled out by BellSouth :

BellSouth Scheduled Time: Start Time: \_\_\_\_\_ Stop Time: \_\_\_\_\_

#### Optional:

1. Maintaining same session length, the session may be started \_\_\_\_\_ minutes earlier or \_\_\_\_\_ minutes later to avoid scheduling conflicts.
2. Session may be shortened by adjusting Start time \_\_\_\_\_ minutes later or Stop time \_\_\_\_\_ earlier to avoid scheduling conflicts.

ALTERNATIVE CHOICE DATE: Start Date: \_\_\_\_\_ Stop Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ CENTRAL TIME Stop Time \_\_\_\_\_ CENTRAL TIME

To be filled out by BellSouth :

BellSouth Scheduled Time: Start Time: \_\_\_\_\_ Stop Time: \_\_\_\_\_

#### Optional:

1. Maintaining same session length, the session may be started \_\_\_\_\_ minutes earlier or \_\_\_\_\_ minutes later to avoid scheduling conflicts.
2. Session may be shortened by adjusting Start time \_\_\_\_\_ minutes later or Stop time \_\_\_\_\_ earlier to avoid scheduling conflicts.

Comments: \_\_\_\_\_

**Host site accepts responsibility for payment of all charges billed by BellSouth for non-BellSouth certified "guest sites".**

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Type of Session: Point-to-Point ☐ Multipoint ☐ Guest ☐ Video Speed: \_\_\_\_\_

Optional Features: Audio Add-on ☐ T-120 ☐ Attended/Monitored Option ☐

Host Site (originating):

Site ID:

1. \_\_\_\_\_

Receiving Sites

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

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\_\_\_\_\_

NOTE: All phone requests must be followed with an Ad Hoc confirmation "fax" within 24 hours of the phone request. Scheduling can be established from two hours to eighteen (18) months in advance based on MCU/facility availability. The minimum conference time for all video bit rates is 30 minutes. Conference sites canceled less than 24 hours prior to the scheduled conference time will be billed as scheduled. Customer at host site shall be billed all applicable charges associated with the guest site.